DISCLAIMER: These Standard Operating Procedures (SOP's) are for the exclusive use of Navy Public Works Center (PWC) Norfolk. They are promulgated as guidance for their NAVFAC Commands. If intended to be used by other activities, they must be tailored to each activity's particular requirements and must be reviewed/approved by the activity's safety professionals prior to use.

PWC CHANGE OUT OF POLE MOUNTED TRANSFORMERS (600 VOLTS AND ABOVE)

Purpose:
PWC Pole mounted transformers SOP.

Potential Energy Sources:
1. Energized conductors within close proximity.
2. De-energized conductors which have not been properly grounded.

Tools and PPE:
Bucket truck, auger truck, class 2 gloves and sleeves, glow stick, hot stick, shot gun stick, insulator covers, line hoses, blankets, ground set, safety shoes, safety harness, lifting harness, voltmeter, safety glasses, Nomex coveralls and hoods.

References:
1. OSHA 1910.333 safe practices.
2. OSHA 1910
3. PWC Safety Manual.
4. NFPA 70 E.

Procedures:
1. Set up bucket truck and auger truck. Ensure trucks are properly grounded, ensure barriers are set up to proper distances, put wheel chocks down.

2. Follow the High Voltage Lockout Tagout procedure to de-energize the transformer if applicable.

3. As you go up in the bucket, If any circuits are within close proximity apply insulators, blankets, insulator covers or line hoses. Nomex coveralls, hoods, safety glasses, class 2 gloves and sleeves will be worn until all exposed cables within a 3 foot radius of the worker have been verified deenergized or insulated, and the circuit to be worked on has been verified deenergized.

4. If HV Lockout tagout was not used, Isolate the circuit feeding the transformer by opening fused disconnect (cutouts). Next remove the jumper on the overhead source. Then remove fuses and store in a secure area until ready to re-energize.

5. Test the transformer to ensure it is de-energized.

6. Disconnect primary and secondary feeders on the transformer. Then use a shotgun stick to disconnect the equipment ground.

7. Connect certified rigging equipment to the transformer which is to be removed.

8. Disconnect the transformer from its mounts and lower.

9. Connect the replacement transformer and mount to the pole.

10. Connect the equipment ground. Then connect the secondary feeders to the new transformer. Then connect the primary each according to manufacturers specifications. Wear class 2 gloves as work permits.

11. Reconnect overhead jumpers.

12. Remove all grounds with a shotgun stick.

Wear Nomex coveralls, hoods, safety glasses, class 2 gloves and sleeves for the following steps.

13. If applicable Reinstall fuses and close the cutouts.

14. Remove insulating rubber goods, using all personal protection equipment.

14. Test for proper voltage at transformer secondary or power panel.

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